**Maria Cândido**

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Driven, adaptable individual with strong organizational and communicational skills. Seeking a challenging and varied position that will enable me to capitalise on my knowledge and professional experience, with opportunities for personal and professional growth.

**EDUCATION**

**BA Faculty of Marketing** 2009 – 2012

(GPA of bachelor examination: 9,33, General GPA 8,65)

London Academy of Economic Studies

Key Modules: Marketing Research, Marketing Data Analysis using SPSS, Consumers Behaviour, Public Relations, Direct Marketing, International Marketing, Multimedia

**Elizabeth VI High School** 2005 - 2009

Higher: English oral examination (10), Math (9.75), Geography (9.60), Romanian (8,40), Romanian Oral examination (10)

**WORK EXPERIENCE**

**Marketing Assistant** Aug 2014 – Present

The Royal Academy, London

* In charge of Social Media campaigns
* Working closely with other departments from the organization
* Writing daily reports and keeping financial records
* Manage advertising budget
* In charge of administrative responsibilities
* Meetings with potential business partners and searching for new opportunities
* Organizing weekly meetings with staff
* Setting short term goals and long term goals and following up on their implementation

**Sales Assistant** Oct 2013 - June 2014

OPM, London

* Traffic stopping
* Meeting costumers
* Offering product presentations
* Being involved in stock control
* Assisting shoppers to find the goods and products they are looking for
* Being responsible for processing cash and card payments
* Giving advice and guidance on product selection to customers.
* Improving stand efficiency
* Making schedules

**Marketing Intern** March – August 2013

Zara, London

* Writing online content
* Advertising ( e-mailing, print advertising and direct marketing)
* Involved in building existing client database and approaching new clients
* Conducted marketing research: identifying the target market and positioning the employer in relation to competitors
* Answering phone calls
* Organizing Schedules
* Updating and synchronizing the work calendar
* Arranging appointments
* Helping to organize market research
* Assessing the results of a marketing campaign

**Media planer (Internship)** May - July 2012

Media Investment, London

* Creating media plans for TV, Radio and Print.
* Analyzing TV programmes and presenting results.
* Analyzing Outdoor and Indoor Advertising Projects and suggesting new ideas.
* Research on advertising content within Print Press.

**Secretary** Nov 2009 – Oct 2011

Barclays, London

* Greeting customers
* In charge of important documents
* Sending the documents to the right translator
* Storing official documents
* Organizing schedules
* Managing client database
* Arranging appointments
* Prioritising workloads
* Handling correspondence

**SKILLS**

**Strong creative skills:** When dealing with promotional activities, I was always in charge of the creative part such as writing the content, assisting on overall layout, posters and leaflets.

**Communication skills:** During my internship I have enjoyed building on relationships with clients, colleagues and management at all levels. I have experience in writing reports, essays and delivering presentations due to continual educational process.

**Organizational skills:** During my experience as a secretary, I developed the skills of organizing my tasks and delivering results on deadlines. My skills were also enhanced by carrying out independent research during final year dissertation project, and overall management of work load throughout university.

**Meeting deadlines**: Experienced working under pressure and delivering tasks on time.

**Team-working**: Able to work both in teams and on own initiative, proven during projects at university and in work.

**ADDITIONAL INFORMATION**

* Knowledge of Advanced English, Intermediate Spanish and Basic Portuguese and Italian.
* Knowledge of Microsoft Office, Adobe Premier, Adobe Sound Booth, Dreamweaver CS4, Microsoft Expression Web 3, Photoshop CS4 and Corel Draw X4.
* Computer Graphic Design/ DTP design level 1 certificate